



Columbus Parks and Recreation Department Posting

Open Position: Director of Business Services
Deadline for Applications: April 29, 2016
Status: Full-time, FLSA Exempt
Department: Parks and Recreation
Reports to: Director of Parks & Recreation
2016 Salary Range: \$45,864- \$65,820

Supervises 7 Employees:

Commons Manager (full-time)
4 Office staff (3 full-time, 1 part-time)
2 Building Supervisors (year-round part-time)

Summary of Functional Responsibilities:

The Director of Business Services supervises and coordinates the business functions of the Parks and Recreation Department according to the policies set forth by the State Board of Accounts and the Parks and Recreation Board. The position is also responsible for oversight of The Commons Manager.

Specific Duties of the Position:

1. Develops and implements departmental financial policies and procedures.
2. Oversees the accounting and clerical operations of the department.
3. Serves as purchasing agent for the department, assuring compliance with State statutes.
4. Oversees procedures for purchases of major equipment and supplies and contracting of major repair or improvement projects. This includes coordinating and implementing proper legal advertising and bidding, quotation, and/or Request for Proposal processes.
5. Oversees development, implementation, and maintenance of an inventory control system for department facilities, equipment, and supplies.
6. Oversees a department internal auditing process for all major facilities and programs.
7. Oversees development and distribution of computerized financial reports for department facilities and programs. Monitors budgets and consults with Director of Parks and Recreation and Managers on a quarterly or as needed basis.
8. Evaluates business operations of all major facilities and programs and makes recommendations to the managers of those facilities and programs as well as to the Director of Parks and Recreation. Advises and works with facility managers on business operations for programs and facilities.
9. Working with managers and the Director of Parks and Recreation, produces the Parks and Recreation General Fund budget to be presented to the Mayor, Park Board and City Council.
10. Develops budget for operation and maintenance of The Commons and presents this budget to the Mayor, Park Board, Commons Board and City Council.
11. Working with managers and the Director of Parks & Recreation, produces the Parks and Recreation Non-Reverting Budget to be presented to the Park Board.

12. Coordinates capital projects for the Department with the Parks Operations Manager and the Project & Resource Development Director.
13. Serves as primary liaison for parks and recreation department to the City's Information Services Manager in matters related to computer hardware, software, and networking.
14. Coordinates outside contracts and agreements with managers and Department partners.
15. Oversees administrative office function, supervising office staff.
16. Serves as "Interim Director" in absence of Director of Parks & Recreation.

Education and Experience:

B.S. in Parks and Recreation Administration or Business Management. At least three to five years of business management experience in a public setting. Computer skills with creation of spreadsheets and financial reports.

Judgment:

Work is of considerable complexity and is performed under general supervision. This position has great latitude in making management decisions with little supervision. Advice and counsel are available.

Supervisory Responsibility:

Directly supervises five full-time people and three part-time employees.

Relationships Responsibility:

Must interact well with all full-time and part-time/seasonal department staff as well as with members of other departments of City government. Presents Department financial reports to Park Board and Commons Board on a monthly basis.

Working Conditions:

Ordinary office working conditions.